

## Chief Administrative Officer

### **JOB SUMMARY:**

The City of Duluth, Minnesota, is seeking an energetic, proactive, mission-focused Chief Administrative Officer (CAO) with exceptional interpersonal and collaborative skills, demonstrated leadership, and a strong record of accomplishment managing complex organizations and aligning staff and operations around a bold vision.

The CAO reports directly to the Mayor, manages eight directors and their departments, and serves as the lead administrative officer for a nine-member City Council. They must have a broad range of skills, including high-level executive and administrative experience and a proven commitment to collaboration and to forging deep and innovative partnerships across diverse sectors.

This person will join an administration committed to dynamic and innovative approaches to engaging the community on a grassroots level to address systemic barriers to opportunity and ensure equal opportunity for all.

The current CAO has served the City for nearly 10 years and leaves the organization with considerable accomplishment and good standing. The new CAO can begin making impact immediately and will inherit a deeply dedicated team of colleagues and a municipal profile that routinely gets national attention.

### **BACKGROUND:**

The City of Duluth has 850 employees, owns two utilities, runs the aerial lift bridge, and has an international airport and the nation's largest freshwater port. Stretched along 25 miles of waterfront are Duluth's deeply proud and unique neighborhoods, each with their own characteristics and identities, each with specific needs. Like many cities, Duluth has its challenges, but unlike many cities, Duluth has a grounded optimism and commitment to take challenges head on.

This position comes at an exciting and pivotal time in Duluth's history. Duluth is a resilient city with a bright future. After years of economic challenge, Duluth is growing into a robust regional economic, medical, aviation, higher education, outdoor recreation and arts center. Duluth's new comprehensive plan, Imagine Duluth 2035, lays out a bold future that puts people and natural places at its center. It connects what makes Duluth unique – the beauty of Lake Superior, our abundant parks, trails and outdoor opportunities, clean air and water, and a deep attachment to place – with what people need to stay and prosper in Duluth – decent paying jobs, affordable housing, good streets, as well as diverse transportation options. It positions Duluth to thrive in a future of energy and climate transformation.

Voted Outside Magazine's Best Town in 2014, Duluth has world class hiking, cross-country skiing, and mountain biking trails, all within city limits, and boasts a vibrant arts and craft brewing culture,

and is home to art museums, theater, and numerous festivals throughout the year. Duluth also has two colleges and a university whose local sports teams include nationally ranked and championship teams. Above all, Duluth residents value civic engagement. They volunteer, regularly lead the state (and nation) in voter turnout and are never shy about expressing their opinions.

**CRITICAL SKILLS:**

The Chief Administrative Officer must demonstrate a wide variety of skills, key among them:

1. Demonstrated experience building and leading cross-department leadership teams
2. Demonstrated ability to align multiple constituencies around to operationalize and implement a shared vision
3. Strong human resources and financial management experience
4. Genuine curiosity about people, working relationships, new ideas and systems
5. Ability to see problems complexly and find practical solutions
6. Comfort and competency in navigating conflict and competing interests to find ways to move forward together
7. Confidence in their knowledge and analysis and committed to being part of a team
8. Ability to stay focused on mission in a politicized environment and withstand short term pressure to achieve long term progress

**APPLICATION:**

To be considered for the position of Chief Administrative Officer for the City of Duluth, submit a résumé and letter of inquiry in which you describe your interest and motivations to serve, your professional and personal experience, salary requirements, start date availability and three references. Send all submissions and inquiries to [tseverance@duluthmn.gov](mailto:tseverance@duluthmn.gov).

All submissions will be considered, and the City will extend invitations to interview to selected candidates. References will not be checked until the interview process.

Submissions will be accepted through the end of business on Friday, August 10, 2018.